

COIL BINDING SYSTEM 3000

SETUP & OPERATOR MANUAL

Performance Design LLC | 2350 East Braniff St. | Boise, Idaho 83716

www.Rhin-O-Tuff.com



 **SOUTHWEST**
BUSINESS PRODUCTS LTD.
From Bindings to Branding

Office Elite Series Coil Binding System 3000

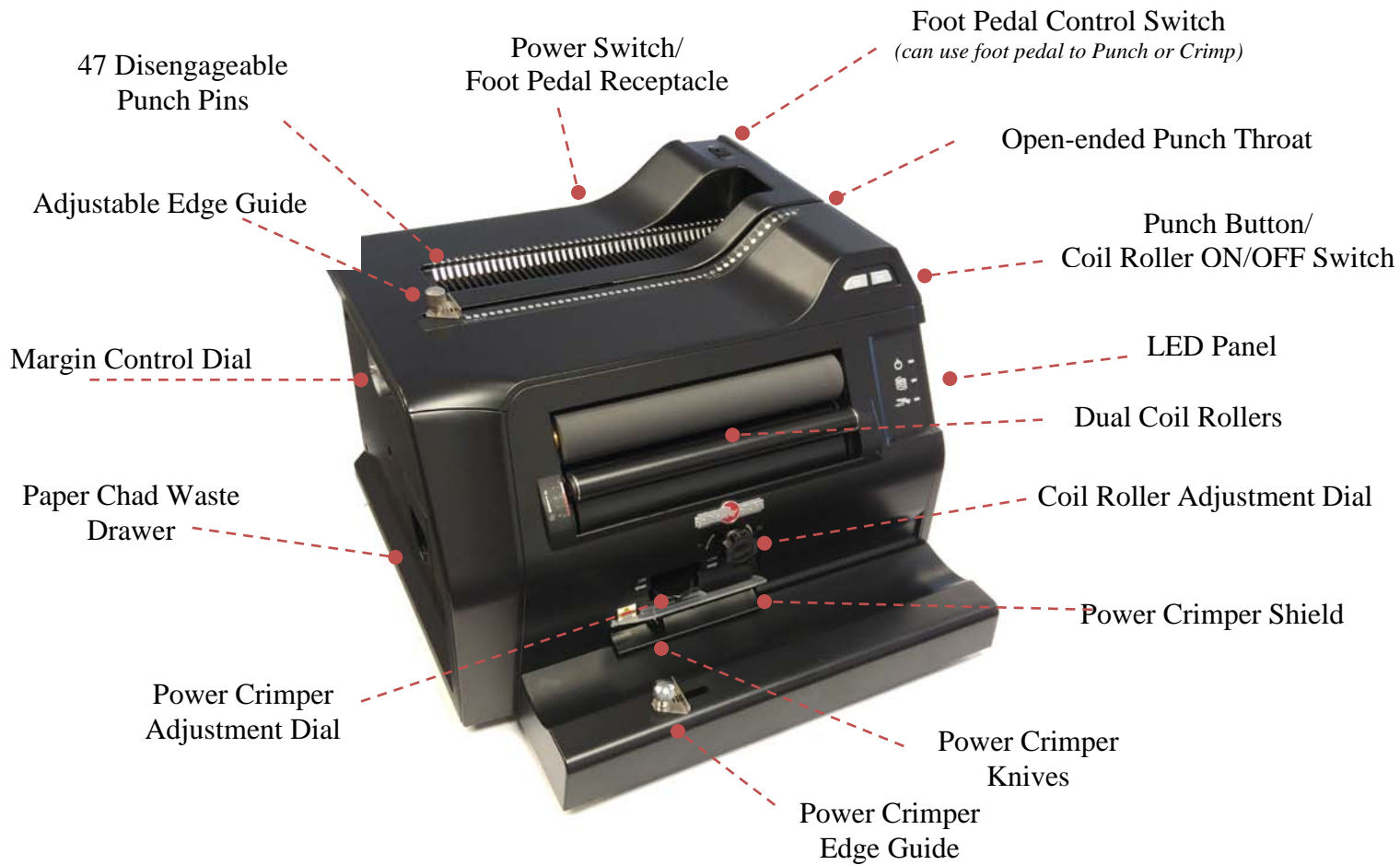


FEATURES:

- ✓ Open-ended Punch Throat
- ✓ 20-sheet Electric Punch
- ✓ Electric Coil Insertion
- ✓ Power Crimper
- ✓ 1-Year Limited Warranty

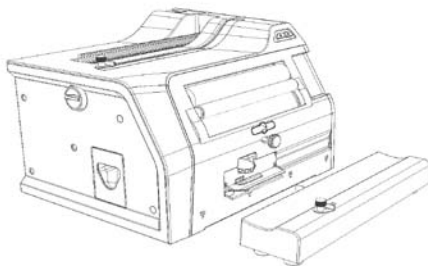


Main System Features



Main System Accessories

Power Crimper Tray (with book former) &
Adjustable Edge Guide
(Snap into front of machine before 1st Use)




Foot Pedal for
Punching or Coil Crimping
(Plug into Back of Machine before 1st Use)



Capabilities & Specifications



Important Safety Notice

- Always replace fuses or circuit breakers with the correct amperage and type.
 - Never bypass safety devices.
- 
- Hazardous voltages inside of machine.
 - No user serviceable parts inside of machine. Machine should only be opened by qualified repair personnel.

Punch Capacity

20lb (75 gsm) Copy Paper	20 Sheets
10 Mil (235 gsm) Acetate/PVC Cover	2 Sheets

Binding Capacity

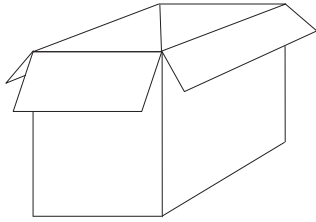
Coil Size Range	6mm - 50mm
Max. Sheet Capacity Range	Up to 440 Sheets

Technical Data

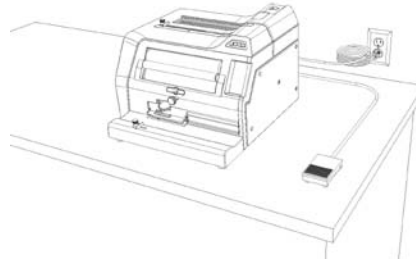
Punch Die Pattern	4:1 Oval (4mm x 5mm) .2475" spacing
Paper Size	Up to A4 (11.7") in 1 Pass; Max up to 23.4"
Voltage	115V AC 60Hz
Current	4A
Punch Duty Cycle	2 Min. Run / 1 Min. Rest
Machine weight	76lbs
Dimension (W x D x H)	18.3" x 18" x 12"



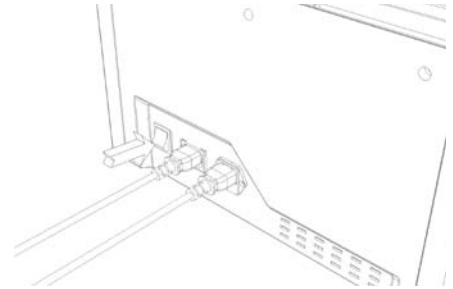
Setup



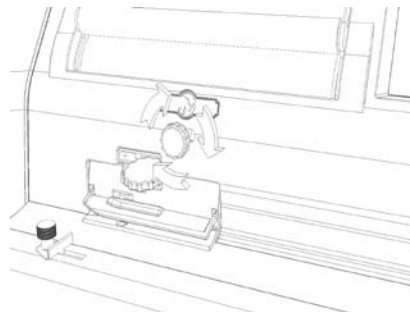
1. Unpack machine from inner carton.



2. Place machine on solid surface.
3. Plug power cord into machine and wall outlet.
4. Plug in foot pedal.
5. Dial Coil Roller Adjustment to TOP POSITION (turn dial to right all the way).



7. Turn Power switch ON – Amber LED should light up on front LED panel.



6. Attach Power Crimper Tray to front of machine (see Page 2).

Determine the Coil Diameter for Book:

Use the Coil Size Guide Chart to determine the correct coil diameter and corresponding machine settings for the Margin Control Dial on left side of the machine.

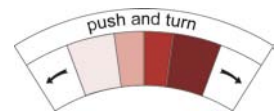
The Margin Control determines the distance of the punched holes from the edge of the document. For smaller page count, the punched holes will be closer to the edge of the paper. For larger page counts, the punched holes will be farther away from the edge of the paper.

COIL SIZE GUIDE CHART					
CAPACITY AND DIAMETER	No. Sheets	DOCUMENT THICKNESS		4:1 COIL SIZE	MARGIN CONTROL DIAL SETTING
	20lb./75gsm	Inches	MM	MM	
	5 - 35	1/4"	6	6MM	
36 - 47	9/32"	7	7MM		
48 - 60	5/16"	7.9	8MM		
61 - 70	11/32"	8.7	9MM		
71 - 80	3/8"	9.5	10MM		
81 - 90	7/16"	11	11MM		
91 - 100	1/2"	12.7	12MM		
101 - 110	17/32"	13.5	13MM		
111 - 120	9/16"	14.2	14MM		
121 - 130	19/32"	15	15MM		
131 - 140	5/8"	15.8	16MM		
141 - 150	43/64"	17	17MM		
151 - 160	23/32"	18.2	18MM		
161 - 180	3/4"	19	20MM		
181 - 200	7/8"	22.2	22MM		
201 - 210	29/32"	23	23MM		
211 - 230	1"	25.4	25MM		
231 - 260	1 1/8"	28.5	28MM		
261 - 280	1 3/16"	30	30MM		
281 - 290	1 1/4"	31.7	32MM		
291 - 300	1 5/16"	33.3	33MM		
301 - 310	1 3/8"	35	35MM		
311 - 330	1 1/2"	38.1	38MM		
331 - 350	1 9/16"	39.6	40MM		
351 - 390	1 3/4"	44.4	45MM		
391 - 440	2"	50.8	50MM		

Set Margin Control Dial on Left side of Coil Binding System 3000



Press & Rotate





Punch Document Pages & Covers:

1. Set Edge Guide to Document Length. Common document sizes for 11"/A4/8.5 are marked on the coil machine.
2. The goal in punching your Coil document is to center the holes along the binding edge. There are 47 disengageable die set pins to avoid partially perforated holes in the most common sheet sizes.
3. Our pull pin label on top of the Coil Binding System 3000 is designed to guide you as to what pins to pull for your common document sizes.
 - We suggest taking a plain sheet of paper and testing the hole punch to ensure it is centered and that the appropriate die set pins are pulled or disengaged.
 - Once a test punch is complete you are ready to punch your document.
4. Insert paper, slide left, press Punch button or Foot pedal. The Red LED will light up when punching with the Foot pedal.
 - Recommend punching no more than 20 sheets of 20lb. (75gsm) bond at one time.
 - Recommend punching no more than 2 sheets of Plastic/Vinyl/Heavier Paper covers at one time.



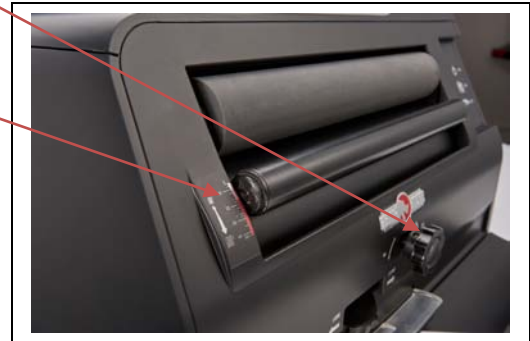
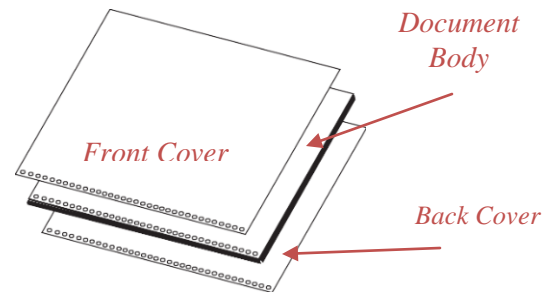
Punch Pattern: Coil 4:1
Pitch,
Oversized Oval Hole (4 x
5mm),
.2475" center-to-center hole
spacing

Common Document Length	# Punched Holes
A3 (16.5" or 419mm) =	66 holes (2 punch passes)
Legal (14" or 356mm) =	56 holes (2 punch passes)
A4 (11.69" or 297mm) =	47 holes
A3 Landscape (11.69" or 297mm) =	47 holes
Letter (11" or 279mm) =	44 holes
1/2 Letter (8.5" or 215.9mm) =	34 holes
A5 (8.27" or 210mm) =	33 holes
Max Punch Length (23.4" or 594mm)	



Electric Coil Insertion (Binding):

1. Prepare book to be coiled by placing the Front Cover on top and the Back Cover on the bottom of the document body.
2. Set the Coil Roller Adjustment Dial to the proper setting that corresponds to the Coil diameter. See Label on machine. Turn counter-clockwise for smaller coil diameters and turn clockwise for larger coil diameters.
3. Begin feeding the Color Coil into the 1st few holes on the end of the document.

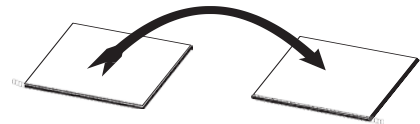
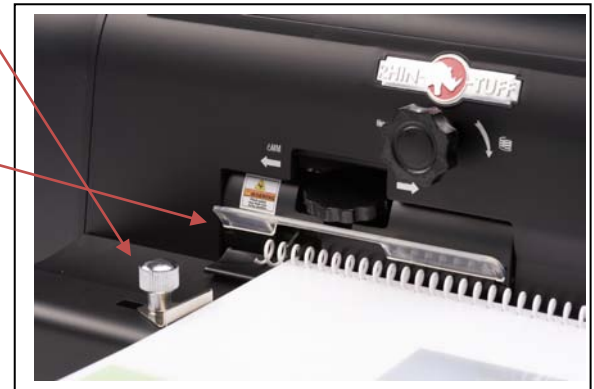


4. Turn the Coil Rollers ON by pressing the "COIL ICON" Button on the front panel of the machine.
5. Place the coil element and the book's binding edge parallel to the coil rollers. Press the coil element lightly against the rollers until the coil begins threading through all the punched holes.
6. Once the coil is inserted into all punched holes, depress the coil button to turn it OFF.
7. Leave 1/2" or 12.7mm of coil on each end of the document for crimping.



Crimping (Secure Binding):

1. Set-up the Power Crimper.
 - a. Set Foot Pedal Control Switch (top right) to 'Crimped Coil' icon. This will activate the Power Crimper when depressed.
 - b. Turn the Power Crimper Adjustment Dial to the left for smaller coil diameters (6mm) or to the right for larger coil diameters (50mm). By turning the dial you are adjusting the Power Crimper for suitable Coil clearance for crimping.
 - c. Ensure that the Power Crimper Edge Guide is set so that the end of document (last punched hole) lines up with the crimping knives.
2. Power Crimping
 - a. Push end of Coil in between the 2 Crimper Knives.
 - b. Push down on the Crimper Shield (clear plastic) to hold the coil book into place.
 - c. Press the Foot Pedal to crimp. The red LED will illuminate on the front panel when the foot pedal is activated.
 - d. Flip the book over and repeat steps: a – c again to crimp the opposite end of the coil.
 - e. A proper crimp will turn the coil element end in enough so that the coil cannot turn out of the punched holes.



Troubleshooting:

PUNCHING YOUR DOCUMENT

SYMPTOM	SOLUTION
Machine will NOT punch paper	<ul style="list-style-type: none">- Plug power cord into wall outlet- Check wall outlet has power- Switch machine power switch to the “ON” position- Check that the Yellow LED is ON to confirm the machine is receiving power
Uneven Punched Holes (holes punch on edge of paper)	<ul style="list-style-type: none">- Clear Paper Chad Waste Drawer- Clear any paper chads from punch throat- Seat paper lift completely into the bottom of the punch die
Holes Punch Off-Center of Page	<ul style="list-style-type: none">- Ensure the Adjustable Edge Guide is set to the proper book length- Adjust the edge guide in the same direction as the offset holes (i.e. if the holes are offset to the right, adjust the edge guide slightly to the right for centering)- Use a test sheet for punching to ensure your punch holes are centered- Make sure the end of your document is flush against the edge guide when punching
Machine will not produce a clean punch or will not punch through the paper	<ul style="list-style-type: none">- Remove 5 sheets from your document and punch again- Ensure you are following the recommended sheet capacity guidelines: 20 sheets max of 20lb. bond (75 gsm) or 2 sheets max plastic/cover material.- If you have thicker media reduce the number of sheets punched per lift.
Punch has stopped with punch pins still in the paper. Punch pins will not retract.	<ul style="list-style-type: none">- Re-cycle the Power by turning the machine OFF and then back ON. This will return the punch to its “HOME” position.- Gently remove all sheets from punch throat. Clear any remaining paper chads if possible- If you cannot remove your document, please call your local Rhin-O-Tuff® Dealer for Service.

Troubleshooting:

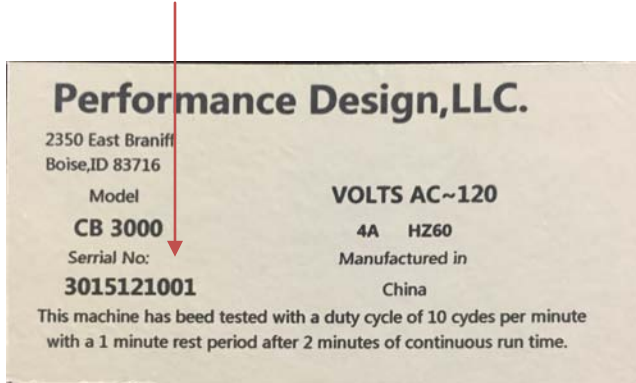
BINDING YOUR DOCUMENT	
SYMPTOM	SOLUTION
Coil will NOT spin into punched holes	<ul style="list-style-type: none">- Check wall outlet has power- Switch machine power switch to the “ON” position- Check coil roller switch is turned ‘ON’. The green LED should be illuminated. If the light is not ON, depress the Coil Roller Switch button just above the LED panel.- Tap the edge of your document to adjust pages so that all the holes are evenly aligned.- Use the front Crimper Tray as a book former to shape the book to the contour of the coil- Ensure that the coil is touching both rollers (top and bottom) by gently touching the coil where the rollers meet.
Coil does not make contact with both Coil Rollers	<ul style="list-style-type: none">- Ensure that the Coil Roller Adjustment Dial is properly in position for your book’s coil diameter.- See machine label to the left of the coil rollers for recommended settings.
Power Crimper will NOT operate	<ul style="list-style-type: none">- Check wall outlet has power- Switch machine power switch to the “ON” position- Check to see that the Foot Pedal is plugged into back of machine- Check the Foot Pedal Switch on the top right of the machine. Make sure the switch is set to ‘Crimped Coil’ icon.- Press Foot Pedal – red LED will light up
Coil will NOT crimp properly	<ul style="list-style-type: none">- Ensure the Crimper Adjustment Dial is set appropriately for the Coil Diameter you are crimping- Ensure the end of coil element is pushed against the crimper knives and the shield is in the down position

Warranty

The Coil Binding System 3000 is covered by a 1-Year Limited Warranty against defects in materials and workmanship, and is limited to a replacement of the defective system. Modifications or intentional abuse of the system will not be covered under this warranty.

To obtain warranty replacement or information for the Coil Binding System 3000:

1. Obtain the serial number of machine from decal on back of machine as shown below.



2. Call 1-800-390-5782 to arrange for a Return Merchandise Authorization number. Please have the symptom(s) of the machine failure, the machine serial number, as well as shipping and contact information at the time of the call.

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